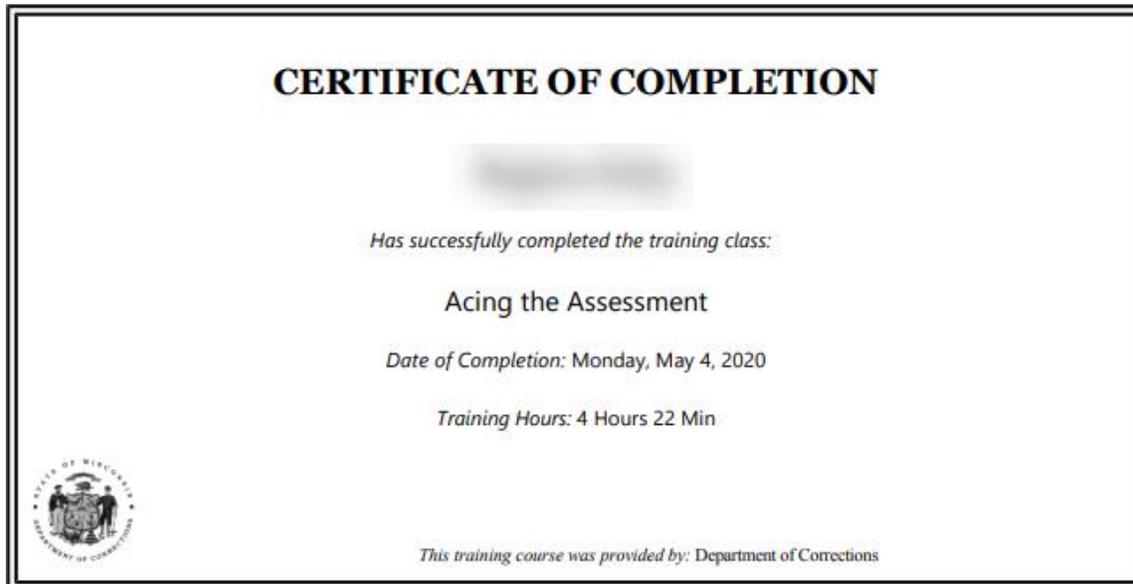
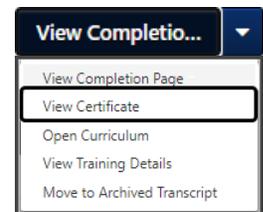
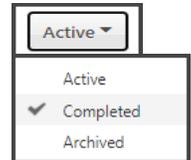




Print your Certificate of Completion

You may print your certificate after you have completed an online course or ILT session.

1. From the Home Page, open the **Learning** tab in the menu bar and then select **Transcript** from the dropdown menu.
2. Select the **Active** button on the upper left side on your training transcript.
3. Select the **Completed** transcript option from the dropdown menu, to open your completed transcript.
4. Locate the course, then select the **View Completion Page** dropdown button on the far right of the course title.
5. Select the **View Certificate** option from the dropdown menu.
6. The Certificate of Completion document displays.
7. To print the certificate, select the **Print**  button.
8. To save a copy of the certificate, select the **Download**  button and save to your files.



 Certificates of Completion for ILT sessions are available only after the attendance roster has been uploaded.